



Recycling and Solid Waste Plan Guide

(REV. 8/16/02)

Each applicant for a land use permit is required to develop and submit a solid waste and recycling plan as a part of the permit approval process. The Plan must demonstrate those steps the applicant will take to meet the State mandate to reduce or divert 50% of the waste generated by all residence and businesses. That includes the pre-construction, construction and operational phase of each project. The following outline provides some suggestions under each of the categories that should be addressed by each applicant. Please feel free to develop and attach your own, more detailed plan if you choose. Additionally, you may contact the City Recycling Program at 476-5384 (mhice@ci.chula-vista.ca.us) for a list that is more specific to your type of project. To complete the plan, initial the items that apply to your project, use the items you have initialed to write a brief description of how you will implement your source reduction and recycling plan, obtain site plan approval from Pacific Waste Services and submit the plan and description to the Chula Vista Planning Department for approval.

PRE-CONSTRUCTION (contact the City for a list of recycling processors)

- ☐ Contact Pacific Waste Services 421-9400 (the City's exclusive waste hauler)
- ☐ Reuse dirt, concrete or asphalt on site whenever possible
- ☐ Divert unused dirt, concrete and asphalt to a recycling facility (not a landfill).
- ☐ Separate and divert green waste and clean untreated lumber to a certified compost facility

CONSTRUCTION (contact the City for a list of recycling processors)

- ☐ Separate clean untreated lumber and green waste for recycling at a certified compost facility
- ☐ Separate mixed paper and cardboard, materials and establish service for recycling
- ☐ Separate metal and establish service to divert all metal products generated on site
- ☐ Separate concrete and asphalt and establish service to divert to a permitted recycling facility or reuse on site.

GENERAL

- ☐ Include solid waste and recycling information in your employee orientations, policy manuals, lease agreements and CC&R's.
- ☐ Provide adequate bin enclosure space for solid waste and recycling collection (see attachment)
- ☐ Color code containers and provide graphic signs that instruct your employees and/or customers to separate materials in the containers used to transport recyclables and trash to the outdoor enclosure
- ☐ Review your operations at least annually, contact the city for a free waste audit to improve business productivity, reduce waste and keep your solid waste and recycling services cost effective and up to date.

DESIGN

- _____ Incorporate adequate space for trash, yard waste and recycling containers at locations where waste and recyclables will be generated in the facility, and incorporate space for recycling containers in the enclosure where they will be stored for collection. Design in a manner that facilitates reuse. Recyclable materials and location examples:
- _____ Residential Kitchens: Ample space for trash and recycling bin under sink or in cabinetry for -glass, steel, aluminum and some plastic rigid containers, mixed paper and newspaper recycling. _____ Commercial Kitchens: Provide location for recycling container large enough to recycle all recyclable rigid containers including 5 gallon buckets.
- _____ Produce departments or stands: enclosures must have ample space for 4-yard bins for trash, green waste, mixed paper and two recycling carts.
- _____ Copy and Print Rooms: Allow space for trash and paper recycling containers
- _____ Bars and dinning areas: Incorporate space for recycling for all food and beverage containers
- _____ Outdoor dinning & lounge areas: allow for space for trash and recycling containers next to one another (twining.)
- _____ Offices and cubicles: Provide area for trash and recycling containers
- _____ Warehouse and manufacturing floors: Enclosures must be large enough to accommodate two, 4-yard bins and two recycling carts. One for solid waste and a second for mixed paper/cardboard generated by the site and its occupants.

BUY RECYCLED

- _____ Whenever possible buy products made with recycled materials.
- _____ Print brochures, flyers and business cards on recycled content paper products.

REDUCE

- _____ Stress waste reduction with your employees and sub-contractors
- _____ Encourage vendors to back-haul unused product and reusable packaging or pallets
- _____

REUSE

- _____ Reuse materials on-site whenever possible
- _____ Sell or donate all reusable materials generated in remodels
- _____ Your suggestion:

RECYCLE (all recyclable materials that make up 10% of your waste stream)

- _____ Establish mixed paper/cardboard collection service
- _____ Establish green waste service, or
- _____ Require your landscape sub-contractor to provide disposal receipts from a state permitted compost facility with their monthly invoice to insure they are recycling, not illegally dumping.
- _____ Establish rigid food and beverage container recycling
- _____ Contact the City Recycling Rangers for assistance to set up your program; 585-5695.
- _____ **Your idea(s)** _____



Solid Waste & Recycling Enclosure, Receptacle and Chute Recommendations and Information

Bin & Cart Volumes	Height	Depth	Width
4 cubic yards (minimum size to plan for trash & mixed paper)	66"	60"	86"
5 cubic yards (larger bins provided at City/hauler discretion)	66"	72"	86"
6 cubic yards (no wheels direct truck access)	72"	74"	86"
8 cubic yards (no wheels- cardboard recycling-direct truck access only)	80"	74"	86"
Carts (acceptable as minimum size for 4 residential units & under)			
96 Gallon Carts (for Recycling, Yard Waste & Trash)	44"	40"	40"

Enclosure Details:

- Wheel Stops for Bins & carts must be on ground & provide 8" clearance from all 3 walls.
- Doors must be anchored to at least 2 inch by 3/16 gauge tube steel posts set independently from walls.
- Enclosures shall have covers designed to reduce pests and illegal disposal.
- The flat reinforced concrete pad in front of the enclosure should extend beyond the enclosure sufficiently to allow the truck to pull up to the enclosure, rest the trucks front wheels on the pad, roll the bins out and load the bin into the truck without moving the vehicle.
- Each enclosure must be large enough to accommodate bins for all the solid waste, yard waste and recyclables generated by the site and its occupants. Residential, commercial and industrial properties are required to provide space to recycle at least 50% of their waste stream.
- Enclosures must be designed so that trash, paper, rigid container, yard waste, grease and bulky item collection service may be accessed without moving other bins or carts in the enclosure.
- A separate pedestrian access door will save you door repairs, prevent illegal disposal and its safer.
- The City recommends that the enclosure include additional space and access for other applicable services: restaurants; grease collection, apartments; bulky item, and Auto repair, scrap metal collection, etc. when applicable

Initial 

Enclosure Location:

- Reduce or eliminate the need for collection trucks to drive onto private property whenever possible.
- If you place the enclosure within 25' of the public thoroughfare the hauler will roll bins and carts to the street for service at no additional charge.
- If the collection truck must enter your property to service bins **it** must be able to circulate the parking area without backing up. Trucks are approximately 31' long, 8 feet wide and have an outside turning circle of 88.5 feet.
- The hauler is authorized to add a service surcharge if, the hauler cannot drive right up to 25' from the enclosure.
- Do not put speed bumps or other obstacles in front of enclosure that would impede the access of the vehicle or bin rollout. Truck and bins must be on a flat surface when being serviced.
- The items above will reduce or eliminate wear and tear on your surfacing, help prevent accidents and allow you to keep your solid waste service costs as low as possible.

Minimum Service Standard: General

- Weekly trash and recycling collection is a minimum requirement. You may subscribe to more frequent service if you choose.
- All properties shall have adequate enclosure, bin and cart capacity to properly store their waste and recyclables separately in the enclosure, and out of public view in-between collections.
- All residential, commercial & industrial properties are required to reduce or recycle 50% of their waste.
- Recyclables designated for mandatory diversion include four collection streams: 1) Trash, 2) Mixed Paper Recycling, 3) Rigid Container Recycling, and 4) Yard Waste Recycling.

Ask for additional information about your type of business or residence and contact information.

RESIDENTIAL DWELLING SERVICE STANDARDS:

Trash typically includes the following recyclables: 40% paper, 10% metal, glass and plastic containers and 30% yard waste (apartments/condos usually generate only 7% to 15% yard waste from common areas).

Five Dwelling Units or More, “Multi-Family Service”

Central Collection: Enclosures

- Twinning or placing recycling and trash together for convenience are also critical to reducing contamination.
 - Trash & mixed paper recycling bins, and rigid container recycling carts shall be placed in same enclosure(s).
 - Trash and recycling bins shall be end to end whenever possible, if front-to-front, leave at least 3 feet between bins and carts for recycling and disposal access.
- Bin space shall be provided for mixed paper: magazines, newspaper, corrugated cardboard, junk mail & boxboard. About one bin for every 8-12 units depending on the number of bedrooms per unit.
- Cart or bin space shall be provided for rigid containers (bottles and cans), about one cart per 12 units or one bin per 40 units.
- One 4-yard trash bin should be provided for every 10-12 units.
- Enclosures must also have sufficient space for access to a trash bin, mixed paper bin and rigid container cart(s) or bin and allow contractor to remove bin and/or carts without moving other bins.
- When planning for bin and enclosure capacities for a complex do not assume more than twice per week collection (see enclosure details).
- Apartments and Condos with central collection must also provide space in the enclosure or appropriate, alternate space that is sufficient for the free monthly bulky collection (mattresses, appliances, furniture), free annual Christmas tree recycling and other periodic or seasonal events. Approximately 400’ square feet is recommended for any complex of 40 units or more.
- If the collection truck must enter your property to service bins **it** must be able to circulate the parking area without backing up. Trucks are approximately 31’ long, 8’ wide and have an outside turning circle of 88.5 feet.

Trash & Recycling Chutes


- If a facility plans to provide chutes, they must provide at least two chutes adjacent to one another in each disposal and recycling area. One chute for recyclables and one for trash.
- You must be able to service bins and or carts without moving other bins.
- Strongly recommend you provide an enclosure(s) on site for corrugated cardboard as boxes may block Your trash and recycling chute. If enough space is provide the enclosure can also be used for free bulky collection, Christmas tree collection and other periodic or seasonal services.

_____ Initial 

Detached and Some Attached Single Family Dwellings – “Curbside” or “Door-to-Door Collection”

- All residential dwellings with door-to-door collection must be designed to allow for placement and collection of trash, yard waste and recycling containers from the right side of service trucks.
- Space for (3) carts is required, one for each collection stream.
- Carts will be serviced weekly at the nearest street, which must be accessible, by large collection vehicles. There must be space at the curb for three containers approximately 3 feet apart for each dwelling.
- Trash must be out by 7AM and containers removed from the street/sidewalk by 8PM on collection day.
- A designated area (not visible from the street) must be identified on site plans for storage of recycling, yard waste and trash containers for each dwelling unit.
- Condominiums with no private landscaping can provide space for two carts (trash and recycling, eliminating yard waste) if they have an enclosure on the property for sufficient yard waste bins to serve the site common areas. Stating that a landscaper will remove the material is not sufficient justification to eliminate the need for the enclosure.

If the collection truck must enter your property to service bins **it** must be able to circulate the parking area without backing up. Trucks are approximately 31' long, 8 feet wide and a have an outside turning circle of 88.5 feet.

_____ Initial 

COMMERCIAL INDUSTRIAL SERVICE STANDARDS

Commercial trash varies by the type of business but typically includes the following recyclables: 40-60% paper, 5% metal, glass and plastic containers (10%-15% for food service businesses) and 15% yard waste (or pre-consumer food waste that can be recycled with yard waste)

Commercial and Industrial Service

- Commercial and industrial properties must have enclosure space and bins or carts adequate to divert the designated recyclable materials needed to meet or exceed the 50% recycling requirement.
- Trash & recycling bins, or carts must be placed in the same or adjacent enclosures.
- The monthly rate for weekly mixed paper collection of a 4-8 cubic yard bin is **only \$25** per month, approximately 66% **less** than the rate for 3 cubic yards of weekly trash service.
- Offices typically generate a waste stream with 40% to 60% paper. Paper includes; office paper, cardboard, junk mail, magazines, telephone books, box board, etc.
- Businesses that sell or dispense beverage containers made are eligible for **free** collection service.
- The City recommends that in order to meet the 50% recycling requirement that each business have adequate space to enclose at least one mixed paper bin and one rigid container cart along with their trash disposal needs.
- The City strongly recommends that you also have adequate container volume and service intervals to divert yard waste (tree, brush or grass trimmings) generated at you business.
- If your business consistently generates a large amount of wooden pallets, food waste, 5 gallon plastic buckets or another potentially recyclable item Contact the City Conservation Program or Pacific Waste services for assistance.

Compactors

- Compactors are not recommended for trash service and will not be approved for residential trash use.
- Compactors must be pre-approved by the City Franchise hauling Company.
- A business that is using a compacter must still divert recyclables designated by the City of Chula Vista: paper, cardboard, food and beverage containers, yard waste, clean lumber and metals.

Contacts:

- For collection day or other collection information contact Pacific Waste Services at 421-9400. Charles Moore, 656-3513 or Andrea Calbow, 656-3530 will be available to do a site visit to help you select your collection location and arrange for recycling services for commercial or industrial accounts.

City Conservation Program, Mike Hice 476-5384, can also help with your recycling program or a site visit to plan your solid waste management plan.



Project Manager

Phone Number

Date

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